Forwarding Your Email Account with Microsoft Exchange Server 2010

You may forward your suffolk.edu email to a personal email account using the Suffolk University Outlook Web App.

1. From the main Outlook Web App Window (Inbox), select **Options**.

2. In the dropdown menu that opens, select **Create an Inbox Rule**.

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**Information Technology Services Bulletin**

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3. In the new window that opens, select **New**.

4. From the two drop-down menus in the next window, select **[Apply to all messages]** and **Redirect the message to...**
5. Enter your personal email address—the one to which you want your email forwarded—in the To text field of the Address window that opens. Check your entry carefully. A typo can send your email to a stranger’s inbox.

6. The new rule window will open. Again, check your email address to be certain that it is correct.

7. When the warning box opens, select Yes.

The windows will close, and your email forwarding will take effect.